



Department
for Transport

Zero Emission Bus Regional Areas (ZEBRA) Scheme

Phase 2: Business Case Development Guidance

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Contents

1. Introduction	4
Background	4
2. Process	6
Timetable	6
Publication	7
Enquiries	7
3. Guidance for development of the phase two business case	8
The Strategic Case	10
The Economic Case – Value for Money	11
Greener Bus Tools	12
The Commercial Case	13
The Financial Case	15
The Management Case	16
Monitoring and evaluation	17
An Equality Impact Assessment	20
Enquiries	20
Transparency and Privacy	21

1. Introduction

- 1.1 This guidance is intended for use by Local Transport Authorities and their partners, for Phase 2 of the Zero Emission Bus Regional Areas scheme.
- 1.2 This guidance sets out the timetable, and information required for the business case for schemes during Phase Two, to enable the Department to allocate funding for the scheme.
- 1.3 Full HMT guidance should be consulted in coordination with this document [assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/749086/Project Business Case 2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/749086/Project_Business_Case_2018.pdf)

Background

- 1.4 On 30 March 2021, the Department invited Local Transport Authorities in England (outside London), to submit expressions of interest in receiving funding to become a Zero Emission Bus Regional Area. The Phase One guidance can be found at the following link: www.gov.uk/government/publications/apply-for-zero-emission-bus-funding
- 1.5 Local Transport Authorities were able to choose whether they wanted to follow a fast-track of a standard application process. The deadline for receiving Expressions of Interest for the **fast track process** was 21 May. The deadline for receiving Expressions of Interest for the **standard process** is 2 July. Following assessment of bids received, the Department determined the bids that would move to Phase Two for the fast track process. At time of publication the Expressions of Interest for the standard process are still ongoing.
- 1.6 In the case of an area being a Mayoral Combined Authority, the Department has made the decision, where the Mayoral Combined Authority proposes this route, to devolve funding and responsibility for Phase 2 of ZEBRA to the Combined Authority. This follows a precedent set by the All-Electric Bus Town or City competition. The decision on whether this approach is appropriate for an area will be decided on a case by case basis by the Department, including considering the experience of FBC development of Mayoral Combined Authorities and the governance structures they have in place. These authorities will still be required to develop the business case to a full business case level

as defined by the HMT Green Book

assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/749086/Project_Business_Case_2018.pdf .

- 1.7 This guidance is provided to support their business case development for areas that will co-develop their business cases with the Department for Transport. This can also be used as reference for areas that produce business cases that are devolved.

2. Process

Timetable

2.1 The indicative timetable for the competition

Stage	Standard	Fast-track
Phase 1 – EOI's submitted	30 March 2021 – 2 July 2021	30 March – 21 May 2021
Review and confirmation of areas progressing	28 June 2021 – 30 July 2021	24 May- 11 June 2021
Phase 2 – Business Case development	2 August 2021 – 31 January 2022	14 June- 30 July 2021
Review and select winners	February 2022	August 2021
Successful schemes begin to deliver	By March 2022	September 2021

- 2.2 Phase 2 will involve the co-development of the Business Case between Local Transport Authorities, their partners and the Department. The purpose of the co-development is to maintain an on-going dialogue to increase the likelihood of the final proposal being acceptable to all parties.
- 2.3 **As soon as possible a joint working group will be established with the Local Transport Authority and the Department. Membership will be finalised by agreement with Local Authority, but will be expected to include representatives of the Local Transport Authority, associated partners, and the Department.**
- 2.4 We expect the business case for areas engaging with the fast track process to be completed by 30 July 2021 at the latest. We expect the business case for areas engaging with the standard process to be completed by February 2022. Where business cases are being co-developed with the Department Joint working groups should work to complete business cases before these dates, to

enable the Department to determine whether it would be appropriate to release funding by the end of this financial year.

- 2.5 The detailed timeline for developing the business case will be agreed between the Department and the Local Transport Authority including the timings and frequency of check-point meetings, and accounting for approval steps required by the different parties. The Department will expect to have the opportunity to comment on at least one well-developed draft of the business case before the submission deadline. This should be provided in sufficient time to allow for at least 7 working days for the Department to review.
- 2.6 This proposed deadline is linked to ensuring that the business case can be evaluated prior to funding being committed.

Publication

- 2.7 The Government is committed to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. In line with this, when the Local Transport Authority submits its business case to the Department, a version should be published by the Local Transport Authority excluding any commercially sensitive information, on its own website. This must take place within two working days of submitting the business case to the Department.
- 2.8 This was not a strict requirement of Phase 1, where applications amounted to an Expression of Interest. For Phase 2, the Department reserves the right to deem the business case as non-compliant if this requirement is not adhered to.

Enquiries

- 2.9 **General enquiries about the fund from persons not involved in the bid can be directed to buses@dft.gov.uk.**

3. Guidance for development of the phase two business case

- 3.1 The Secretary of State will take the final decision, based on the submission of a completed five-part business case and advice from officials, on which schemes will be funded, and the level of funding. **Business cases will be expected to demonstrate a strong strategic case, credible deliverability, value for money and rigorous and ongoing evaluation**
- 3.2 **In addition to this, areas will be expected to develop an Equality Impact Assessment to highlight any potential negative impacts on groups protected by the Equality Act 2010.**
- 3.3 The Department will make decisions on proposals by considering the evidence presented to it in a business case, but will also have regard to the objectives of the ZEBRA scheme and wider Government objectives. As outlined in the Phase 1 Guidance the objectives for the scheme are as follows:
 - To support the government's commitment to decarbonisation and to reduce the transport sector's contribution to CO2 emissions.
 - To support the roll-out of the 4,000 Zero Emission Buses that the government committed to in February 2020.
 - To support bus manufacturers in the development of zero emission bus technology.
 - To support partnership working between Local Transport Authorities, bus operators, and other local stakeholders as set out in the National Bus Strategy.
 - To understand better the challenges of introducing zero emission buses and supporting infrastructure to inform future government support for Zero Emission Buses.

The Department's assessment will be consistent with the Transport Business Case process covering strategic, economic, financial, commercial, and management cases with the addition of an Equality Impact Assessment **Generalised guidance on the production of transport business cases and the Department's expectations can be found at:**

www.gov.uk/government/publications/transport-business-case.

For this specific scheme a single, full business case will be produced by Local Transport Authorities.

3.4 The business case will need to set out:

- The **strategic case** for funding - how the proposals meet the core objectives of the ZEBRA scheme
- The **economic case** - demonstrating the need for government funding and the benefits to be gained
- The **commercial case** - an outline procurement strategy for the electric buses and related infrastructure
- The **financial case** - details of the amount of funding needed to create the ZEBRA, an assessment of financial risk and a demonstration of how the proposed approach will comply with procurement, subsidy control and, where applicable, state aid regimes
- The **management case** - project plans, governance arrangements and monitoring and evaluation proposals

3.5 In addition, an **Equality Impact Assessment** will also need to be produced – this includes a thorough consideration of any positive or negative impacts on people with protected characteristics

3.6 The key areas that were reviewed as part of the EOI process will also need to be articulated here. The criteria that were being considered in the EOI stage were:

- Defining the Place – we expect that this section will be developed further as part of the **strategic** and **management cases**
- Ambition - we expect that this section will be drawn out as part of the **strategic** case
- Air Quality – we expect that this section will be drawn out as part of the **strategic** case
- Value for Money – we expect that this section will be developed further as part of the **economic** and **financial cases**

- Deliverability – we expect that this section will be developed further in the **management** and **commercial cases**

3.7 **The following section of this guidance makes some additional points specific to the business case requirements for this scheme. This includes the details on the Equality Impact Assessment.**

The Strategic Case

3.8 The purpose of the Strategic Case is to make the case for change and demonstrate how the proposal provides strategic fit with Government priorities as well as other projects and programmes being pursued by the local authority and other relevant stakeholders. **This will outline in detail how the proposal meets the core policy objectives of ZEBRA (as outlined in the Phase One Guidance).**

3.9 **The Department has strategic priorities which include the below, and officials would expect to see these reflected in business cases:**

- **Grow and Level Up the Economy**
- **Reduce Environmental Impacts**
- **Improve Transport for the User**

3.10 Local Transport Authorities should outline the following in this section:

3.10.1 Demonstrate how the proposal aligns with wider transport strategy, including:

- Government priorities and any existing transport policies and strategies (including the National Bus Strategy) relevant to the area covered by the proposal;
- note links to any relevant local transport strategies; and
- confirm what funding sources are also being used for the proposed project.

3.10.2 Describe the main drivers for change, including:

- A description of the process by which the scheme came to be identified as the preferred option for meeting those objectives;
- the current make up of existing fleets in the area (in terms of type (e.g. single or double decker) and technology of existing buses in fleet and their carbon impacts);

- how the strategic objectives align with the objectives of ZEBRA as outlined in 3.3 and the Phase One Guidance; and
 - the way impacts would be measured for this scheme with consideration of the metrics that can be used for Monitoring and Evaluation.
- 3.11 Local Transport Authorities will be expected to produce clear maps that outline clearly the scope of the proposal on the map including clearly identifying routes that the buses will run on and the infrastructure sites. There should be clear keys identifying the boundary for the Local Transport Authority and identifying (and listing) the local authority tiers that the scheme is being delivered in.
- 3.12 Any evidence presented in the narrative of the strategic case should be consistent with the impacts identified in the economic case.

The Economic Case – Value for Money

- 3.13 The purpose of the economic case is to identify and understand the full impacts of a proposal to determine the value for money to the taxpayer. Impacts will include the costs and benefits to the environment, society, businesses and government.
- 3.14 The phase two business case is required to assess the value for money of a proposal to introduce new zero emission buses to an area's bus fleet. Funding will be conditional on **Local Transport Authorities** demonstrating their proposal delivers value for money, by using public resources in a way that creates and maximises public value. The principles for assessing value for money follow the guidance set out in the Department's [Value for Money framework](#).
- 3.15 This section provides guidance on how **Local Transport Authorities** should assess the value for money of their proposals and draft the Economic Case. This will include using the Department's Greener Buses Tool to quantify some of the key impacts of a proposal and estimate a Benefit-Cost Ratio (BCR). A Benefit-Cost Ratio measures the monetised benefit for each £1 of costs, and should be used as part of the assessment of the expected value for money category.
- 3.16 Value for money should not be determined on the benefit cost ratio alone, consideration should also be made to the risks, uncertainties and any non-quantified impacts (expected costs and benefits not captured by the greener bus tool). These should be clearly communicated in the economic case and taken into account when making a value for money judgement.

3.17 Local Transport Authorities should draft an Economic Case assessing the likely value for money of the proposal. At minimum this should include the following:

- A proposed value for money category(s)¹ for the investment proposal reflecting the Benefit-Cost Ratio, non-monetised impacts and risks and uncertainties;
- the Benefit-Cost Ratio(s) informing the value for money category with a breakdown of the estimated costs and benefits from the Greener Buses Tool (provided by the Department). Completed versions of the greener bus tool should be provided alongside the business case;
- discussion of any significant impacts of the scheme which have not been estimated by the tool, for example benefits from lower noise pollution;
- discussion of any significant risks and uncertainties that might influence a scheme's value for money. This might include risks that total bus mileage or private-sector contributions could be lower than assumed to estimate the Benefit-Cost Ratio;
- sensitivity testing should be used to provide an understanding of the impact of the risks and uncertainties; and
- key metrics such as average cost per bus, average infrastructure cost per bus, the cost effectiveness indicator (The cost per tonne of carbon reduced estimated by the greener bus tool).

3.18 The Department would also wish to see operational data around assumptions on patronage forecasts, the mileage of ZEBs when in service and whether the outline of the bus network plans (to understand whether the buses will be serving new/supplementary routes). Outlines of the plans for the charging/refuelling of the fleets should be outlined and details on how the buses and infrastructure will be maintained.

Greener Bus Tools

3.19 The Greener Buses Tool has been developed to make it simple for Local Transport Authorities to estimate the Benefit-Cost Ratio for their proposals in line with the Department's [Transport Appraisal Guidance](#).

¹ Guidance on value for money categories (Very poor, poor, low, medium, high or very high) can be found in the Department's value for money framework.

3.20 This tool quantifies the key costs and benefits from proposals to invest in zero emission buses including:

- Costs to the Department, bus operators and **Local Transport Authorities** from purchasing zero emission buses and associated infrastructure;
- benefits to society from reduced greenhouse gases and improved air quality;
- changes in bus running and maintenance costs for bus operators; and
- changes in indirect tax and BSOG payments.

3.21 The Greener Buses tool is designed to be simple to use, requiring only basic details proposal to be entered. Separate guidance will be supplied alongside and the Department will run a webinar to explain how to use the tool, in the context of ZEBRA business case development.

The Commercial Case

3.22 The purpose of the commercial case is to propose at a high level how the Local Transport Authority plans to engage the market to deliver the buses and related infrastructure.

3.23 At a headline level the Department should be clear of the number of buses that will be acquired, the capacity of the buses, the type of bus (battery electric or hydrogen fuel cell) and the forecast performance characteristics e.g. battery life, range etc.)

3.24 **Local Transport Authorities** should describe the procurement strategy, including:

- The intended procurement routes for the project's key outputs and activities as well as how they will secure the economic, social and environmental factors outlined in the economic case;
- how the proposed approach will comply with procurement, subsidy control and, where applicable, state aid regimes;
- the sourcing options available and the rationale for the preferred option;
- the rationale between the various financing options which have been considered (e.g. leasing versus bus acquisition). It should also set out the key details of any leasing arrangements;
- a procurement plan with timescales;

- any early consultation with the supply side, making reference to any existing supplier or partnership arrangements (for buses, infrastructure or related services); and
- the plans that local areas have for marketing the roll out of the ZEBs should be detailed.

3.25 They should also provide an output based specification including:

- A summary of the requirement in terms of outputs, linking to the outcomes described in the Strategic Case The scope, length and content of a potential Deal to be made with a service provider including a description of how that will be managed;
- details of any known requirements such as numbers of vehicles and their types, service frequencies and coverage, resourcing requirements, system specifications, etc.;
- evidence that the proposal has considered protected characteristics and confirmation that the plan supports enhanced PSVAR standards;
- evidence on risk allocation/apportionment and transfer, contract timescales and implementation timescales as well as details of the capability and skills of the team delivering the project and any personnel implications arising from the project; and
- output milestones should also be included to measure progress towards delivery of the package components to time and budget over the period to be covered by the funding. These milestones should be measures that Local Transport Authorities readily identify with in monitoring progress on a local public and sustainable transport project and the many strands within it.

3.26 The Department wants new vehicles to demonstrate clearly Government and transport providers' commitment to providing inclusive services, and information on the features that will be provided is important for understanding the extent to which the proposal supports this objective. Where a feature cannot be provided in the manner described, evidence should be provided of any mitigation measures which will be implemented instead. The output specification should also identify any vehicle features or operational approaches included in the proposal which relate to the Equality Impact Assessment undertaken as part of this process, including those which are intended to promote equality of opportunity or to foster understanding between people sharing a protected characteristic and those who do not.

3.27 The Department will, in assessing proposals, consider how far the proposed milestones are both ambitious and realistic.

The Financial Case

- 3.28 The purpose of the financial case is to demonstrate affordability and long-term sustainability alongside securing the support of stakeholders and customers.
- 3.29 Strong financial cases should outline how financial implications have been fully analysed and are clearly set out in a way that allows full consideration of financing issues. This should address wider financial issues than just affordability and should address risks which may have financial impacts.
- 3.30 Local authorities should:
- 3.11.1.1 Provide a funding profile setting out the revenue and costs of the scheme for the duration of the trial in a similar format to the example provided in the pro forma, including:
 - The expected whole life costs and funding lines when they will occur, profiled by financial year;
 - description of any risk allowance built into any of the lines;
 - description of any contribution or match funding being provided by the local authority or a third party – where applicable, accompanied by a written statement of support from the relevant budget holder; and
 - details on accepting financial responsibility for the project going forward and background on sources of other funding contributions, and how funding has been secured.
 - 3.11.1.2 Demonstrate the long term financial viability of the proposal by providing an explanation of how the service will be sustained beyond the life span of the scheme including how benefits will endure beyond the period of the scheme without further long term Departmental financial support
- 3.31 Responsibility for estimating and controlling all project costs lies entirely with the local authority. The Department will not consider any requests for increased funding.
- 3.32 The Department places great importance on the production of robust and reliable cost estimates that are updated and refreshed as schemes progress through the approval stages. This emphasises the importance of robust base cost estimates including realistic cost inflation assumptions, the use of quantified risk assessments.
- 3.33 All scheme costings should include an amount for risk should be proportionate to the nature and complexity of the project. The risk management strategy

forms part of the Financial Case. Funding Package The total cost of the should then be split, year by year, into the funding requested from the Department, the contribution of the promoting authorities (each separately identified) and the amount expected from any third parties.

- 3.34 It is important that areas thoroughly consider legal requirements, including in relation to procurement, subsidy control and, where applicable, state aid before submitting an application. As part of the business case, all areas must confirm that they have received legal advice on the UK's international obligations on subsidy control and the implications of their proposal and provide a short summary of that advice in the business case. At business case stage Authorities must be able to demonstrate how their approach complies with procurement, subsidy control and, where applicable, state aid regimes. Guidance for public authorities on complying with the UK's international obligations on subsidy control is available at: www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities

The Management Case

- 3.35 The purpose of the management case is to provide evidence that robust arrangements are in place for the delivery, risk management, monitoring and evaluation of the scheme.

3.36 Local Transport Authorities should include:

3.11.1.3 A diagram illustrating the governance structure and key roles and responsibilities that will be in place to provide controlled and informed decision making, including:

- A description of the key roles, lines of accountability and how they are resourced – identifying the Senior Responsible Owner of the project
- any reporting arrangements to provide key updates on progress
- a clear statement of senior level support from any partner organisations

3.11.1.4 Provide a project plan that will be used to track the progress and delivery of the project and its resulting outcomes to time, cost and quality. This should include:

- How, when and by whom specific tasks will be achieved and deliverables produced;
- realistic milestones and any inter-dependencies;

- any key assurance and approval gates; and
- a critical path with progress to date (with a clear delivery timetable).

3.37 In assessing proposals, we will consider how far the proposed milestones are both ambitious and realistic. Subject to other criteria in this guidance being met, schemes that can demonstrate the potential for early delivery will be viewed more positively

3.38 Describe the communications and stakeholder engagement strategy to garner support and stimulate demand, including details on key stakeholders and the stakeholder management strategy.

3.11.1.5 Provide a risk register setting out the key risks for the project and how they will be mitigated, including:

- The likelihood and severity of the risk;
- how each risk will be monitored;
- the risk management strategy. This should include utilising services of 3rd party organisations as part of a leasing or financing approach, if relevant;
- existing and planned mitigation;
- any dependencies outside of the control of the project and any existing issues that may affect the project's future success; and
- **Local Transport Authorities** should provide evidence of their track record, such as on the delivery arrangements for similar projects project, including a description of risk and evidence of a 'lessons learnt' approach for previous schemes/programmes.

Monitoring and evaluation

3.39 The Department, local transport authorities and delivery partners have a shared interest in evaluating the effectiveness of this funding and measuring its impact on local areas and bus operations.

3.40 The Department for Transport requires that all local transport authorities receiving ZEBRA funding set out their plans for collection and reporting of monitoring data on the schemes delivered through the ZEBRA programme.

3.41 In addition to scheme-level M&E activity, recipients of ZEBRA funding will be required to engage with programme-level M&E undertaken by an evaluation contractor that will be appointed by the Department. All local transport authorities in receipt of ZEBRA funding should therefore be prepared to share relevant monitoring data and participate in programme-level evaluation activities.

3.42 To facilitate consistency in the planning of M&E activity, we require that local transport authorities include the following information in their business case as a minimum.

Requirement	Description
Project objectives	With reference to the project objectives set out in the Strategic Case and the costs and benefits in the Economic Cases, summarise the project outputs, outcomes and impacts against which M&E will be undertaken. Where possible this should be illustrated in the form of a logic model.
Data requirements	Provide details of the data sources that will be used to monitor progress against the relevant outputs, outcomes and impacts. This should include details about baseline data that can illustrate the situation prior to implementation of the project. Where possible, please indicate where data from the project will be compared with historic data or comparator areas to understand the net impacts of schemes.
Data collection methods	Provide an overview of the data collection approaches required to meet the data requirements set out above, including mode and frequency of data collection. Confirm what provisions and user agreements will be put in place to enable collection, analysis and sharing of data generated through the project with the Department.
Resourcing and governance	Provide details of the M&E budget and the governance structure for the delivery of the M&E plan, including details of who will be responsible for delivering the plan and of procedures for risk management and quality assurance.
Expected milestones	Anticipated timeframe for data collection, progress reporting back to the Department and reporting of M&E findings. It is expected that monitoring data reporting will be undertaken on a quarterly basis.

3.43 As the minimum data requirement for scheme-level M&E activity, each local transport authority must include a plan to collect the monitoring data set out below, to be shared with the Department on a quarterly basis and collated by the programme-level evaluator (unless a clear justification is provided explaining why this is not relevant for the scheme in question).

3.44 A fuller list of monitoring data requirements will be developed as part of the Department's programme-level evaluation – local areas will need to be

prepared to collect and share relevant monitoring data that is required as the programme-level evaluation framework is developed.

3.45 The types of data below are presented as the minimum requirement – local transport authorities should build upon this minimum data requirement when developing their plans for local scheme-level M&E, tailoring as required to their local circumstances / the design of their scheme.

ZEBs and charging infrastructure outputs:

- Number of ZEBs purchased
- Number of ZEBs in operation
- Number and type of internal combustion engine (ICE) buses replaced
- Number (and capacity) of charging facilities introduced
- Charging methodology e.g. depot overnight, en-route charging
- (For hydrogen fuelled buses) Fuel production & refuelling method
- AC or DC charging

Scheme costs:

- Purchase cost per ZEB (add explanatory footnote)
- Purchase cost per equivalent ICE bus
- Average operational cost (incl. maintenance and infrastructure) per ZEB (£ per month)
- Average operational cost (incl. maintenance and infrastructure) per ICE (£ per month) (if ICE buses operational in fleet)
- Cost of electric or hydrogen fuelling infrastructure (upfront cost) (£)

Data to inform analysis of carbon impacts

- Average daily ZEB mileage
- Average daily ZEB energy consumption
- Average daily diesel mileage and fuel consumption for each route (i.e. baseline / comparator data)
- Average ZEB well-to-wheel greenhouse gas emissions

- Average battery state of charge before / after charging
 - Time of day ZEB charged and electricity tariff (including electricity generation source)
- 3.46 For ease of processing, all data should be reported in an electronic format, using a common format such as CSV or Microsoft Excel.
- 3.47 Much of the vehicle-based data can be collected automatically via telematics. Telematics systems are relatively cheap to install and are available either directly from the bus manufacturers as factory fitted options or, as an aftermarket fit from third parties. We would recommend engaging with bus manufacturers early in the procurement process to agree on how telematics can be provided.

An Equality Impact Assessment

- 3.48 Local Transport Authorities are expected to conduct a thorough Equality Impact Assessment that will highlight (as defined by s149 Public Sector Equality Duty – Equality Act 2010) people from the protected characteristics will benefit from the scheme and how they will ensure that any possible negative impacts are mitigated early on. We expect Local Transport Authorities to consult with relevant stakeholders who represent people from the protected characteristic groups.
- 3.49 We would like to see an Equality Impact Assessment that includes:
- Which stakeholders were consulted;
 - relevant research/data;
 - potential positive equality impacts;
 - potential negative equality impacts;
 - mitigations to negative impacts; and
 - how the impact on equality will be monitored throughout the lifetime of the proposal.

Enquiries

- 3.50 Any further questions should be directed to buses@dft.gov.uk

Transparency and Privacy

- 3.51 Local authorities will be expected to spend funds in an open and transparent way. We would expect plans relating to the project to be publicly available. In addition, we will expect details of the project and progress to be made available to other local authorities (except where this is commercially confidential) and the Department over the duration of the project including co-operating with any central monitoring and evaluation activity which the Department undertakes to ensure learning is drawn from projects to inform future policy development and scheme design.
- 3.52 When authorities submit a business case, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, we encourage them to also publish a version or summary, excluding any commercially sensitive information, on their own website after submitting the final bid to the Department. As well as increasing transparency, publishing proposals will help to create a network of partners engaged in the process and support other local authorities also participating in phase two of the Fund.
- 3.53 Any personal data provided through the application will be processed in line with data protection legislation and the Department for Transport is the data controller. The lawful basis that applies to this processing personal data is 6(1)(e) of the GDPR: the processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.
- 3.54 Your personal data is being collected to identify solutions to receive support from the Year One ZEBRA Scheme. We are processing your data as part of phase two of the application process. We may also use it to contact you about further opportunities to apply for this project if we expand the Fund in future.
- 3.55 We may share information, including your personal data, with external assessors as we assess the applications. Your personal data will only be shared with the assessor for that purpose and will only be retained by them for the duration of the assessment process. Your personal data will be held for the duration of the Fund, including the duration of any monitoring and evaluation activity – which may be two years after the conclusion of a trial.
- 3.56 The Department's privacy policy has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer. You can view it at:
www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter.